

# MI-WIC POLICY

## Program Compliance

### 9.0 Program Compliance

Effective Date: 05/18/2017

### 9.03B WIC Single Certifier Audit Tool Instructions

9.03A WIC Single Certifier Audit Review Date: 7/10/17

Reviewer Name: Cara Coordinator

Date Certified	Client Category	Client ID	Proof of Income	Proof of Residency	Proof of Auth person ID	Proof of Identity (initial certification only)	Proof of Pregnancy (if applicable)	Completed within 14 days	Comments:	Follow up:
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
6/29/17	C	301147258	+	+	+	+	na	+	good	
6/29/17	PG	301149632	+	+	+	+	0	+	Preg proof missing	Short cert (SC) confirmed

Figure 1-Sample

Record the following information for each client record reviewed.

1. Date Certified: Record the date of certification.
2. Client Category: Record what category client was certified.
3. Client ID: Record the client's ID# (30XXXXXX).
4. Income Verification: Record if the income verification documentation was scanned in the record (+) or not found (0) (i.e., check stub, Medicaid verified, etc.). If "no proof" was documented, please note if SC (Short Cert)\*.
5. Residency: Record whether the residency verification documentation was scanned in the record (+) or not found (0) (i.e., driver's license, Medicaid ID, etc.). If "no proof" was documented, please note if SC (Short Cert)\*.
6. Authorized Person ID: FOR NEW AUTHORIZED PERSONS ONLY: Record if the Authorized Person's identity verification documentation was scanned in the record (+) or not found (0) (i.e., driver's license, Medicaid ID, VOC, WIC Bridge Card, etc.). If "no proof" was documented, please note if SC (Short Cert)\*.
7. ID: FOR NEW CLIENTS ONLY: Record if the Authorized Person's identity verification documentation was scanned in the record (+) or not found (0) (i.e., driver's license, Medicaid ID card, VOC, WIC Bridge Card, hospital/crib card, Immunization Record, etc.). If "no proof" was documented, please note if SC (Short Cert)\*. If not a new client, record NA (Not Applicable).
8. Pregnancy: Record if the client's proof of pregnancy documentation was scanned in the record (+) or not found (0) (i.e., Dr. note, referral, etc.). If physical proof documented, record (P). If "no proof" was documented, please note if SC (Short Cert)\*. If not a pregnant client, record NA (not applicable).
9. Audit must be completed within 14 days of certification.
10. Comments.
11. Follow up: Record any follow up needed to validate the record and note training provided, if identified.

**\*Note:** For clients short-certified the proof must be scanned upon receipt.